

To: Fallon, Gail[fallon.gail@epa.gov]; Daly, Carl[Daly.Carl@epa.gov]; Rothery, Deirdre[Rothery.Deirdre@epa.gov]; Jackson, Scott[Jackson.Scott@epa.gov]
From: Videtich, Callie
Sent: Mon 3/11/2013 2:30:27 PM
Subject: FW: Action requested by noon March 5: Cos Region 8 Policy Update
Region 8 Policy Update March 5 2013.xlsx

You'all know the drill. Please follow the directions below and get the updates to me by COB today.

Thanks

Cal

From: Shanahan, Mike
Sent: Monday, March 11, 2013 7:46 AM
To: Cantor, Howard; DalSoglio, Julie; Dunlap, Bridget; Fay, Kate; Flavin, Kathi J.; Gaydosh, Mike; Hestmark, Martin; Logan, Paul; Lucas, Debra; MacDonald, Frances; Mottu, Ginger; Nelson, Shawna; Shanahan, Mike; Sierra, Eddie; Smith, Paula; Stavnes, Sandra; Thomas, Deb; Videtich, Callie; Ward, W. Robert; Watchman-Moore, Derrith; Wolfe, Linda; Wong, Judith
Subject: Action requested by noon March 5: Cos Region 8 Policy Update

Please use the attached version for your updates.

I have removed the yellow highlights and red text from
this report, for your ease in updating.

Reminder of procedures: please prepare the current week's
report:

1. add yellow highlights to each box where you have text changes
2. mark all text changes [only the changed text, not the entire

section] in red ... this will help me figure out what changes have been made when I receive updates in one item from two organizations.

3. please ~~strikeout~~ text you would like removed.

4. if the date has changed, please reposition the item so that it is in chronological order.

Mike

Mike Shanahan

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